

# Greenwood Community Center Facility Rental Application

Today's date: \_\_\_\_\_ Are you a Greenwood resident?    Yes    No

Organization or business: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Reason for rental: \_\_\_\_\_

Is your group: Profit / Non profit?                      Is your purpose to make money?    Yes    No

Date(s) of Rental: \_\_\_\_\_ Time: \_\_\_\_\_

No. of people attending: \_\_\_\_\_ No. of 8-foot tables: \_\_\_\_\_ No. of chairs: \_\_\_\_\_

## Type of Rental

(AH) = After Hours Only

Total Downstairs	_____	Large room, kitchen, lounge, gym, game room (AH)
Party Pack	_____	Total gym, game room (AH)
Total gym	_____	Nine basketball goals, volleyball court(s) (AH)
Half gym	_____	One full court (AH)
Aerobics room	_____	With manager's approval only
Small meeting room	_____	30-50 people
Med. meeting room	_____	75-120 people
Large meeting room	_____	120-180 people
Multi-use room	_____	10-15 people (meetings only)
Kitchen	_____	Full use of appliances

Cost of Rental \$ \_\_\_\_\_ Cost of After Hours Supervisor \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_ Receipt \_\_\_\_\_

Special Requests:                      Slide Projector \_\_\_\_\_                      Film Projector \_\_\_\_\_

Microphone/podium \_\_\_\_\_                      Volleyball net \_\_\_\_\_                      TV/VCR \_\_\_\_\_

## **RENTAL RULES**

1. Please leave the facilities the way you found them.
2. No food or drink outside of the meeting rooms.
3. No street shoes allowed in the gym.
4. Misuse of equipment will not be tolerated. Patrons are expected to pay for broken equipment.
5. Patrons are limited to the areas they have rented and the restroom area and are responsible for the supervision of children in those areas. Rental guests must be members or pay the daily fee to use other areas (gym, game room, workout area) in the center.
6. Children cannot be left unsupervised during rentals.

## **USE AGREEMENT FOR THE GREENWOOD COMMUNITY CENTER**

THIS AGREEMENT entered into among the undersigned and the City of GREENWOOD AND THE GREENWOOD COMMUNITY CENTER on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, shall govern the use of the Greenwood Community Center for the above mentioned time(s) and date(s), subject to the following provisions:

1. The undersigned agrees to adhere to all rules and regulations of the Greenwood Parks and Recreation Department, and any City, County or State ordinance relating thereto.
2. The undersigned agrees that cancellations must be made a minimum of seven (7) business days in advance of the rental date for a full refund. Refunds will be issued through the city claim process that takes approximately 1-2 weeks.
3. The undersigned further understands and agrees that possession or consumption of any alcoholic beverage by minors or adults on City of Greenwood and/or Greenwood Parks and Recreation property is strictly prohibited. The Greenwood Community Center is also a smoke-free facility.
4. The undersigned further understands and agrees that in the event of any violation of the foregoing, or any of the rules and regulations of the Greenwood Parks and Recreation Department or any violation of the City, County or State ordinances, that an authorized agent of the City of Greenwood and/or the Greenwood Parks and Recreation Department is fully empowered to initiate appropriate action, including termination of the usage period and/or the activity undertaken or to be undertaken.
5. The undersigned understands and agrees to inform all guests, including adults and minors, that all personal property placed in or around the used premises, including, but not limited to, motor vehicles parked on the premises, shall be so placed at the sole risk of the owners of said property.
6. The undersigned further acknowledges that he shall inspect the facilities prior to their usage and ensure that said facilities / property are neat, clean, and in a good

state of repair, and that there are no defects posing threat of injury of any kind to any guests of the undersigned. Should the undersigned find that the facilities contain any defects, he shall notify a member of the Greenwood Community Center staff immediately and shall not permit himself nor any of his guests to utilize said facilities or property until all defects are remedied and/or eliminated. \_\_\_\_\_ (initial)

7. As the undersigned person requesting this usage, I agree to be responsible for the proper conduct of the involved participants and for proper care to this property and/or facility. I further agree that I shall be solely responsible for the restoration of this property and/or facility to its original condition should any damage occur or clean up following the event be required.

Signature of Resident Responsible for Rental:

\_\_\_\_\_ Date: \_\_\_\_\_

### **WAIVER AND RELEASE OF LIABILITY/INDEMNIFICATION**

The undersigned agrees and understands that the City of Greenwood and/or the Greenwood Community Center is furnishing only the opportunity to utilize a City and/or property and/or facility and is not providing supervision or instruction. The undersigned agrees that as a resident of the City of Greenwood, Indiana, for and in consideration of the use of aforementioned property and/or facility through this usage agreement among the City of Greenwood, the Greenwood Parks and Recreation Department and the undersigned, that the undersigned does freely and voluntarily enter into this release of liability. All of the participants using this property and/or facility, including the undersigned, have been advised and are aware of the possible damage or loss from whatever causes that may arise from the approved usage of such a property and/or facility and forever release and hold harmless the City of Greenwood, Indiana, its employees, officers and agents, for any and all bodily injury or personal injury known or unknown, death or property damage caused by any accident or incident which may occur as a result of my utilization of this property and/or facility.

Furthermore, all of the participants using this property and/or facility, including the undersigned, having been advised of the possible damage or loss that may occur from the utilization of this property and/or facility, hereby agree to indemnify, defend and hold harmless such persons and entities from and against any and all liabilities, damages, costs, expenses (including attorney's fees), demands actions or rights of action of whatever kind or name either in law or equity, brought or caused by me, my family, heirs, assigns and any other party, arising from my utilization for this property and/or facility.

I have read the waiver and release of liability/indemnification carefully and understand all the stated terms. \_\_\_\_\_ (initials of Resident)

Signature of Resident Responsible for Rental:

\_\_\_\_\_ Date: \_\_\_\_\_